## Design a Souvenir Student Project Plan

## Stage 3: Doing (Execute the Project)

A. Team Responsibilities

Review your activities and tasks and determine how you will assign work teams. As you agree on responsibilities, you should consider which activities are happening concurrently and sequentially, so that the work is distributed evenly across the amount of hours and number of people.

|  |  |  |
| --- | --- | --- |
| Team Member | Lead on Activity #s | Assist on Activity #s |
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B. Monitor and Control Process

1. **Team Status Report**

Each team should work as a group to fill in a copy of this form at the beginning of each monitor and control process.

Team Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report covers the time period from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List the activities or milestones have you completed since your last status report. Insert “C” if they are complete.
2. List the activities you are currently working on. Fill in the estimated completion date of the activity, even if that is not the date it was originally scheduled to be complete.

|  |  |
| --- | --- |
| Activity | Complete or Date |
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1. Have there been any setbacks that will keep you from meeting your milestones or deliverables?
2. If the team is behind on any activity or task, what is the plan for getting on schedule? Are there resources your team needs to remain or get on schedule, or to maintain the expected quality?
3. **Master Inventory**

Track your project work so that it’s all in one place.

For each monitor and control process, the Communication Manager will help the teams document and communicate their information through the following steps:

1. Gather together all completed materials for the working portfolio (this could be sketches, notes, sample souvenirs)
2. Document and file the items.
3. Pass on to other teams any inventory information that may affect their own work.
4. Give the inventory to the Project Manager.

|  |  |  |
| --- | --- | --- |
| Team Name | Material or Item Delivered | Digital File Name |
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1. **Update and Report**

The final steps in the Doing Stage is to assess the information, determine and assign action items (if needed), revise the Student Project Plan, and report out to the team and stakeholders. The Project Manager leads these activities.

* 1. Review your original goals, scope and schedule.
  2. Work with stakeholder(s) and other managers to make decisions on any changes to the Student Project Plan.
  3. Update the Student Project Plan as needed.
  4. Report out to the teams and your teacher on the overall project process.